



CITY OF EAU CLAIRE
Special Events Application

Date of Application: _____

Name of Event: _____

Name of Sponsoring Organization/Group: _____

☐ Non-Profit Group Tax Exempt # _____

☐ For-Profit Group

☐ Other (explain): _____

Contact Person for Event: _____

Address/City State/Zip: _____

Work Phone: ____ - ____

Home Phone: ____ - ____

Cell Phone: ____ - ____

E-mail: _____

Date of Event: _____ Est. Attendance: _____

Location of Event: _____

Time of Event: Beginning @ _____ Ending @ _____

Description of Event:

Please attach maps, diagrams, layout of event, other pertinent information, and \$50 Special Event Application Fee at least 45 days prior to your event is required prior to the event.

****Insurance Requirement: \$1,000,000 Liability/Property Damage – Due 15 Days Prior to Event***

See Reverse Side for More

Please check the following items regarding your event:

- ☐ Any event that has sales involved, such as retail sales of goods and merchandise, food, memorabilia, or the sale of beer, will be considered a Special Event.
- ☐ Any event that attracts more than 500 persons over the course of a single day of the event will be considered a Special Event.
- ☐ If you will be putting up tents, amusement rides, inflatables, signs, banners, staging, bleachers other fixtures, your event will be considered a special event.
- ☐ If you will sell concessions – food, beverages, pre-packaged or prepared on site, the event will be considered a special event.
- ☐ If your event will include a total of six or more half barrels of beer during the times indicated on your application, then your event will be considered a special event.

HOLD HARMLESS AGREEMENT

The applicant agrees to hold harmless and indemnify the City of Eau Claire, its officers, agents, and employees for any and all types of claims, actions or expenses arising out of the applied for activity, and agrees to defend the city, its officers, agents and employees, at no cost to the City should any claim or action be asserted.

I also certify by my signature below that I am a duly qualified representative of my organization and authorized to sign this hold harmless agreement.

Applicant's Signature

Date

APPROVALS

Parks & Recreation Director
Special Events Committee

Police Department

Date: _____

Date: _____

For Office Use ONLY	
___ City Council Approval	Date of Approval: _____
___ Beer License	Date of Approval: _____
___ Certificate of Insurance	Date Received: _____
___ Date Reviewed by Special Events Committee:	_____

SPECIAL EVENTS CHARGES WORKSHEET

EVENT NAME: _____ EVENT DATE: _____

Services Requested	Fee	Est.	Actual
		Charges	Use+Fee Paid
Special Event Application Fee	\$50/event	\$50.00	

Park Services

Use of Park Area (Community Parks + Phoenix Park)	\$25.00/day (Monday-Thursday)		
(Owen Park/Wilson Park/Randall Park) - \$25.00)	\$50.00/day (Fridays and half days Sat & Sun)		
	\$80.00/day (Saturdays & Sundays-full day)		
	\$25.00/day-Riverview Island, Sun-Sat		
Extra picnic tables brought in from off site park	\$5/each		
(includes deliver & return by City)			
Portable Grill Rental	\$10+ \$25 deposit		
(includes deliver & return by City)			
Volleyball Standards	\$20/set		
(includes deliver & return by City)			
PA System Rental Fee-Owen Park Only	\$80 for first two hours, \$40/hr thereafter		
Installation of temporary fencing-plastic-4' (not for alcohol control)	\$.50/lineal ft. (installed by City Staff)		
Utility Location Fee - when using tents requiring stakes in ground	\$25/event		
Off street parade/runs/festivals	\$25/day		
Traffic control vests/cones	\$1.00 each/event + deposit of \$25.00		
Bleachers - Each unit seats 50/delivery and return by City	\$90/bleacher unit		
No Parking Signs (pick up at Police Department)	\$.50/each		

See Reverse Side for More

Alcohol Concessions

Alcohol Concessions-Garbage collection, extra trash containers, clean-up	\$200/day- Park Services		
	<i>(includes fencing for alcohol sales)</i>		
Alcohol Concessions - Police Services	\$80/hr - 2 hour minimum		
Alcohol Concessions - Class B License Fee	\$10 - Pay at City Hall - (see Cheryl-Treasury)		

Fire Services

Inspection by Fire Dept for propane containers over 20 pounds	\$25		
Stand-by- for Fire Department/Ambulance Services	Per Fire Dept Schedule Pay Schedule		
Tent Inspection Fee (required for most staked tents)	\$41 - <i>Pay @ Fire Department</i>		
Other:			

Public Works Services

Street Closures (parades, runs, etc.) in excess of 5 blocks	\$50/closed block		
Barricades	\$5/barricade for delivery and pick up at your event		
Street Sweeping	Per Street Dept Pay and Equipmernt Schedule		
Other:			

Health Department Services

Food Concessions Fee (for non-profits) + Profits	\$20 - <i>Pay at City/County Health Department</i>		
Other - Profit Groups (vendor responsible)	\$111/vendor		

Other City Services Requested by Applicant

200 Amp Electrical Panels (Carson Park Event Area)	\$12.00/day/panel		
Other:			

Totals:

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